



SUPPORT WORKER Rhubarb Farm CIC

JOB DESCRIPTION AND JOB SPECIFICATION

Job Title: Part Time Support Worker

Reports to: Farm Manager

Responsible for: Volunteers

Grade /Salary: £17,000 Pro Rata

Underlying values associated with all posts within Rhubarb Farm:

The role/duties of the post are outlined below. In undertaking this role, the Support Worker will be expected to act at all times in a way that is consistent with, and actively supports Rhubarb Farm's values and operating principles.

Role Purpose:

1. To support volunteers who have additional needs
2. To develop the Rhubarb Farm horticultural and other activities to provide volunteering opportunities for a wide variety of people with long-term needs
3. To mentor volunteers in a dedicated hands-on training programme, designed to develop and provide ongoing education, in a practical setting
4. To collate evidence for training portfolios and manage training documentation in line with our ASDAN centre requirements

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide support for vulnerable people and school students attending Rhubarb Farm as volunteers.
2. With other staff, identify the areas and activities on site that volunteers are interested to work in
3. Help arrange work for volunteers on site when needed
4. Register and provide induction for new volunteers

5. Work alongside volunteers on Rhubarb Farm teaching knowledge and skills, helping them to gain confidence and helping them socialise with others on site
6. Mentor Volunteers who are registered on to the ASDAN Training Programme*
7. Review, verify and monitor learning progress
8. Collate and provide evidence of activities, as determined by the ASDAN learning portfolio
9. Identify volunteers' other interests.

* full training will be provided to understand the ASDAN Training Programmes on offer and how to build student portfolios.

10. Get to know volunteers through supporting them in their practical work
11. Liaise with other staff to enable them to develop forward plans with volunteers
12. Work with other staff to identify those volunteers who would be able and willing to become Buddy Volunteers
13. Supporting Buddy Volunteers in their work on site
14. Work with other staff to identify the training needs of volunteers and Buddy Volunteers
15. Sort out issues and problems on site with other staff.
16. With other Rhubarb Farm staff and volunteers, plan and develop future expansion of activities on site to meet the interests of volunteers eg woodcarving, craftwork, artwork
17. Work with other staff to conduct surveys and consult volunteers
18. Maintain ongoing records/vocational profiles and time sheets on the progression of volunteers
19. Undertake any other duties that may occur as required

PERSON SPECIFICATION Support Worker

	Essential	Desirable
Qualifications and training		Relevant OCN/NVQ level 4 or equivalent. Support work/GCSE English
Skills and abilities	<ul style="list-style-type: none"> • Proven ability of working with and understanding mental health issues • Ability to work effectively as part of a team in a collaborative and supportive manner • Ability to induct, train and develop volunteers • Excellent communication skills • Understanding of health and safety regulations as they apply to Rhubarb Farm, and how these need to be applied on • Proven demonstration of previous mentoring examples 	<ul style="list-style-type: none"> • Word processing, publishing, powerpoint and spreadsheet software usage • Horticultural and/or construction and/or craft and/or environmental skills and abilities • Ability to create/develop activities for volunteers with varying levels of ability • Ability to agree and monitor appropriate development activities
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of dealing with vulnerable adults e.g. those with learning difficulties, mental health problems, ex-offenders, people with long-term health conditions etc • Experience of setting targets to support achievements of learning outcomes and obstacles to remaining in volunteering or employment • Experience and knowledge of electronic record-keeping and reporting. 	<ul style="list-style-type: none"> • Working in a community setting. • Experience of managing, inducting, training and developing volunteers in an outdoor setting • Experience of working with individuals to assess their needs • Experience of working with young people with challenging behaviour.
Personal effectiveness	<ul style="list-style-type: none"> • Confident • Empathetic manner with people • Prepared to be flexible • Able to use initiative • Ability to work under pressure • Organised and good time-management skills • Comfortable outdoors in all weathers • Commitment to weekend working on a rota • Be prepared to be involved in all tasks relevant to the successful management of Rhubarb Farm 	
Circumstances	<ul style="list-style-type: none"> • Commitment to support Rhubarb Farm's values and mission 	
Diversity	<ul style="list-style-type: none"> • Demonstrable ability to work effectively with people from a range of ethnic, cultural and social backgrounds, both genders, all ages, abilities, and any religious or sexual orientation. 	

Further information and General Responsibilities

Confidentiality

Ensure confidentiality at all times, only releasing confidential information in line with Rhubarb Farm policy.

Data Protection Act

Comply with the requirements of GDPR Regulations

Equal Opportunities and Diversity

Ensure that all service users, partners, colleagues are treated as individuals within Rhubarb Farm's Diversity and Equality framework

Health and Safety

You are required to comply at all times with the requirements of the Health and Safety regulations and Rhubarb Farm's Health and Safety Policy and Procedures.

TERMS AND CONDITIONS

Salary: **£17,000 Pro Rata**

Contract Type: Fixed term for one year, tied to funding stream.

Location: Based at Rhubarb Farm, Langwith

Hours : Part-time, Tuesday and Wednesday

Pension: By negotiation

Probationary Period: All new employees are required to serve a 4 month probationary period. During this period notice of termination by either party will be one week.